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Block A,  
Riviera Office Park,  
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Riviera



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## **REQUEST FOR PROPOSAL**

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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP DETAILED PROPOSALS FOR EITHER UPGRADING OR RE-SETTLEMENT OF SMASHBLOCK INFORMAL SETTLEMENT IN THABAZIMBI LOCAL MUNICIPALITY IN LIMPOPO PROVINCE**

**RFP/LIM/2017/010**

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**PROPOSALS TO BE SUBMITTED BY**

**NOT LATER THAN**

**13 FEBRUARY 2018 AT 11H00**

# TERMS OF REFERENCE

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## 1. INTRODUCTION AND BACKGROUND

Thabazimbi Local Municipality (TLM) forms part of the Mining Towns in Distress Programme and as such has received NUSP technical support from the HDA. Furthermore a prefeasibility study for Smash-block was undertaken in 2012 after the preliminary assessment, geared towards packaging of an appropriate developmental response towards upgrade of the informal settlement. The prefeasibility study included the following:

- Status quo assessment (informed by the preliminary assessment)
- Cadastral and surveys
- Desktop Geotechnical aspects
- Environmental considerations
- Integrated development and planning alignment
- Engineering services options
- Proposed Development response

The pre-feasibility study provided a comprehensive picture, and it is through this study that the settlement was determined **NOT SUITABLE** for in-situ development due to under-mining. However, to this day residents estimated to be over 5000 households are still settled informally, with most currently investing in permanent formal structures for rental and residential purposes. Moreover, other sector departments have equally provided social facilities such as a clinic and a primary school within the settlement.

Mass relocations are often met with huge resistance from affected communities as well as other interested & affected parties. Whilst alternative land has been identified for the resettlement of Smash-block based on initial studies, in-depth site constraints have not been fully understood but more importantly exploring other mitigation measures to rehabilitate the land for possible in-situ upgrading in order to minimise the negative impacts of a mass relocation. It is on this basis that the HDA intends to utilize the services of an experienced professional service provider that specialises in the field of informal settlements strategies, planning and implementation, to develop detailed proposals for either the *in-situ* **UPGRADING OR RE-LOCATION** of Smash-block informal settlement.

## 2. OBJECTIVE OF PROJECT

The upgrade and provision of services to the Smash-block informal settlement is both a national and provincial government priority, therefore there is a need of an enquiry into suitable and possible development options that are cognisant of the settlement dynamics and challenges.

Smash-block is inappropriately located within a mining area, however relocation of the informal settlement is encompassed with challenges of community resistance to moving, lack of options for a well-located resettlement area, and job opportunities presented by surrounding mines among various other challenges. Settlement rehabilitation options need to be considered in an effort to explore and exhaust in-situ upgrading options, taking into account the age of the settlement, community established livelihoods, close proximity to mining job opportunities, and existing amenities that include a school and clinic. This thus requires the development of two comprehensive proposals for in-situ upgrading or relocation with recommendations to ensure imminent implementation responses towards the settlement.

### 3. SCOPE OF WORK

The successful service provider is required to produce the following four (4) deliverables:

#### 3.1 Deliverables 1: Project Implementation Plan

The Project Implementation Plan must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone/ timeframes, including detailed description of content and characteristics of each of the work outputs/ deliverables of task section. An oral presentation of the inception report to client is required. A soft copy and three (3) hard copies are required.

#### 3.2 Deliverables 2: Phase 2 Geotechnical report for Smashblock informal settlement

- Conduct a **Phase 2 Geo-Technical Assessment** to establish soil stability and advise the HDA on mitigation measures to be applied should the land need any sort of transformation for the proposed project.
- Provide for Laboratory Testing results from SANAS accredited lab as part of further assessment and recommendations per unit thereof.
- Provide the HDA with two related and separate comprehensive reports for a Phase 2 Geo-technical Assessment with recommendations advising the HDA on whether to pursue the project of developing human settlement development or not, based on the findings of the latter reports.
- All other related information attained from any other relevant / responsible authorities, which assisted in undertaking of Geo-Technical Assessment should form part of annexures of the comprehensive reports to be submitted to the HDA.

#### 3.3 Deliverables 3: Developmental Response Report

- Identify and analyse the **principal advantages and risks** to the various development scenarios for Smashblock informal settlement.
- Risk management for each of the proposed development scenarios and options for the settlement going forward.
- Land availability analysis and resettlement – sites (*in the case of relocation as a last resort*).
- Density analysis for the identified relocation site – should resettlement be necessary.
- Probe into the assumptions around key issues, current challenges, and the implications thereof for formulating suitable development options and responses.
- Explore options for **land rehabilitation possibilities** for possible in-situ upgrading of the settlement and the possible rehabilitation costs.

#### 3.4 Deliverable 4: Produce Close-Out Report

At the end of the assignment, the service provider will produce a close-out report on outputs and outcomes of the listed activities. The various reports will need to be presented to the municipality structures for consideration and approval as well as to the ISU task teams. The service provider may be required to present methodology and work to a municipal-based and/or provincial sector workshop so that other municipalities may benefit from the process and apply the information in their own context. Presentations on the plans as well as a close-out and final report will need to be delivered during this phase of the project.

#### 4. MILESTONES, DURATION AND PAYMENT SCHEDULE

The table below sets out the main contract activities and deliverables, along with a payment schedule.

<b>Milestone / Deliverable</b>	<b>Calendar weeks from inception to contract</b>	<b>% Payment of Total Price (paid on approval)</b>
1: Assignment implementation plan	Week 1	25%
2: Draft Reports	Week 5	50%
3: Final Report and Close-Out	Week 8	25%
<b>Total estimated timeframe</b>	<b>2 Months</b>	<b>100%</b>

The duration of the assignment should not exceed 2 months from the date of commission of the contract. A progress report indicating key activities which have taken place, activities scheduled for the next period and obstacles encountered, should be submitted at intervals that are agreed upon with the HDA.

#### 5. REQUIRED SKILLS

The service provider is expected to assemble a team with the following expertise. The service provider must demonstrate the following characteristics as an indication of its capacity and readiness to implement the assignment:

- At least 5-10 years' experience in the field of human settlements development with emphasis on participatory planning processes to inform the resettlement plan, especially in the informal settlement upgrading context.
- Geotechnical Engineer
- Extensive experience in human settlements programme, social facilitation, relocation and strategy development.
- Project packaging involving – planning, scheduling and budgeting for the relocation and resettlement plan.
- Promotion of integration multi-sector intervention from other government departments.
- Knowledge of the South African legislative and regulatory environment relating to human settlements, informal settlement strategy and planning processes.
- Proven ability in effective written and oral communication.
- Proficiency in the use of standard word processing, web browsers, spreadsheets and presentation software.
- Institutional capacity to successfully carry out an assignment of this nature.

#### 6. EVALUATION PROCESS

In order to facilitate a transparent selection process that allows equal opportunity to all bidders, the HDA has a policy for the appointment of service providers that will be adhered to. Proposals will be

evaluated in terms of the prevailing supply chain management policy applicable to the HDA and it should be noted that:

- The benchmark of minimum **70** points out of 100 points on **technical capability** will be the cut off to qualify for further evaluation
- Those that qualify will be assessed using the **80:20** formulas for Price and B-BBEE as per the PPPFA.

The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system.

**Table 1 – Functionality**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
<b>Lead Company profile (Attach Organogram)</b>	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. (Profiles to be appropriate to tender subject matter).	<b>10</b>
<b>CVs of team members proposed to do the work</b>	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s. (15)  Adequacy and completeness of skills of team presented and fit for task. Qualifications and CVs (10)	<b>25</b>
	Related work of the lead company and experience in informal settlement upgrading planning.	
<b>Professional Registration</b>	Provide proof of professional registration: Professional Engineer (Pr Eng.) or Professional Engineering Technologists (Pr Tech Eng.) in civil engineering who is qualified and registered with ECSA and have PR number as follows,  <b>Engineers/Technologists (Geotechnical Engineer)</b> Post 5 years' experience and above = 10 points(Full Points)  <b>Engineer/Technologist (Geotechnical Engineer)</b> Post 2 years' experience = 5 points	<b>10</b>

<b>Approach, Methodology , Work Plan and Process</b>	Work programme, plan and allocation of resources and tasks.	<b>25</b>
	Meeting deliverables and timeframes.	<b>10</b>
	Proposed methodology.	<b>10</b>
<b>TOTAL</b>		<b>100</b>

The following criteria will be used for point's allocation for price and B-BBEE compliance on a 80/20 point system:

**Table 1 – Price and B-BBEE**

<b>CRITERIA</b>	<b>SUB-CRITERIA</b>	<b>WEIGHTING/ POINTS</b>
Price	Detailed budget breakdown	80
B-BBEE (Status Level Verification Certificate)	B-BBEE Level Contributor	20
<b>TOTAL</b>		<b>100</b>

## **7. GENERAL**

### **7.1. Below are compulsory requirements for this service**

7.1.1. It is important to note that the successful person/service provider will work under the supervision of a HDA representative and will report regularly to HDA the project steering committee established for purposes of overseeing this project, abide by HDA's Code of Conduct, and other organisational guidelines.

7.1.2 Kindly submit the following documents:

- Registration with the National Treasury **Central Supplier Database(CSD Report)**, if not yet registered use the following link to register : <https://secure.csd.gov.za/>
- SBD Forms (SBD4, SBD6.1, SBD8 and SBD9) obtainable from HDA Website: [www.thehda.co.za/procurement](http://www.thehda.co.za/procurement). Under compliance checklist.
- Valid and Original or Certified B-BBEE Status Level Verification Certificates issued by the following agencies SANAS, IRBA or CCA.

7.2. Further information regarding technical matters you may direct your queries by email to: [Thando.Madonsela@thehda.co.za](mailto:Thando.Madonsela@thehda.co.za) or at tel: 011 544 1000, and

7.3. Further information regarding supply chain matters, queries can be send via email to: [Nqobile.Mkhwanazi@thehda.co.za](mailto:Nqobile.Mkhwanazi@thehda.co.za) or at tel: 011 5441000

## **8. TERMS AND CONDITIONS**

8.1. HDA undertakes to pay in full within thirty (30) days, all valid claims for work done to its satisfaction upon presentation of a substantiated claim/invoice.

8.2. No payment will be made where there is an outstanding information/work by the service provider/s.

## **9. SUBMISSION OF PROPOSAL**

9.1. Proposals should be submitted on or before the **13 February 2018** by no later than 11h00 to:

**Attention: The Procurement Officer  
Block A, Riviera Office Park  
6-10 Riviera Road, Killarney  
Johannesburg**

9.2. The selection of the qualifying proposal will be at the HDA's sole discretion. The HDA does not bind itself to accept any particular bid/proposal, and the HDA reserves the right not to appoint the service provider.